



**U.S. GOVERNMENT PRINTING OFFICE
MERIT PROMOTION
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 02-313
POSITION: Office Automation Clerk
SERIES/GRADE: PG-0326-04
SALARY RANGE: \$22,714 - \$29,524 PA
ISSUE DATE: 11/25/02
CLOSING DATE: 12/06/02
NUMBER OF VACANCIES: One
ORGANIZATION: Printing Procurement Department
Regional Operations Office
Seattle Regional Printing Procurement Office
GEOGRAPHIC LOCATION: Seattle, WA
PROMOTION POTENTIAL: None
DURATION OF APPOINTMENT: Temporary (NTE 1 Year)
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: No
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

The incumbent performs a variety of clerical, administrative, and typing duties in support of the organization. Operates a microcomputer; prepares and maintains computer files and reports, and operates other office equipment such as electronic typewriters, printers, photocopiers, facsimile machines, etc. Receives, reviews, sorts, and determines the proper disposition of materials; receives telephone calls and visitors to the office, and maintains office files according to established functional file system. Operates a copying machine, performs simple arithmetical computations for statistical reports; and composes routine transmittals and prepares graphs or charts.

QUALIFICATION: Applicants must possess 52 weeks of general experience at the next lower grade level. General Experience is progressively responsible for clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

NOTE 1: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

NOTE 2: A qualified typist is required. Applicants who have not held a Federal position with Typing or Office Automation in the title must submit a Statement of Typing Proficiency. Applicants who have held a Federal position with Typing or Office Automation in the title must submit a Standard Form-50 showing Typing or Office Automation in the title.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Skill in operating a personal computer and/or typewriter.
2. Knowledge of administrative and operational procedures.
3. Knowledge of grammar, spelling, punctuation, and required formats.
4. Ability to operate office machines such as copiers, adding machines, and personal computer.
5. Ability to prepare non-technical correspondence and reports.

TO APPLY:

GPO Applicants:

Applicants must submit a copy of their latest annual performance rating and *Optional Form 612, "Optional Application for Federal Employment," (or SF-171).*

Non-GPO Applicants: (The following instructions apply only when the position(s) is open to applicants outside of the agency.)

Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume.* If a resume is submitted, it must contain all pertinent data in the OF-612.

All applicants must submit the following:

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability. Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- include your social security number (SSN) on your application. Failure to do so will result in your application not being processed.
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Unit 2
U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street NW
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1118
TDD (202) 512-1519

****THE GOVERNMENT PRINTING OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER****

****THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES****